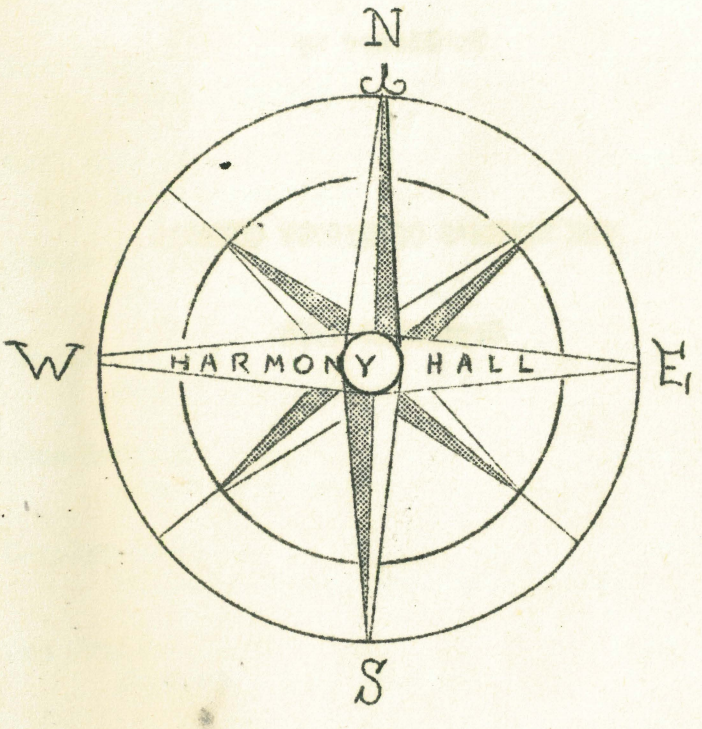
HARMONY HALL

M.S.T.C.
1954 - 1955

By

WOMEN'S
DORMITORY
COUNCIL

Jeanne Hanna



North Hall
State Teachers College
Mansfield, Pennsylvania

1954 - 1955

Published by

THE WOMEN'S DORMITORY COUNCIL

September 1954

Editors: Thelma DeVoe
Ann Frailey

Art Editor: Janice Austin

WOMEN'S DORMITORY COUNCIL

1954 - 1955

Elaine Heffner — Room 534
President

Jean Sterling — Room 306
Vice-President

Ruth Morgan — Room 348
Secretary-Treasurer

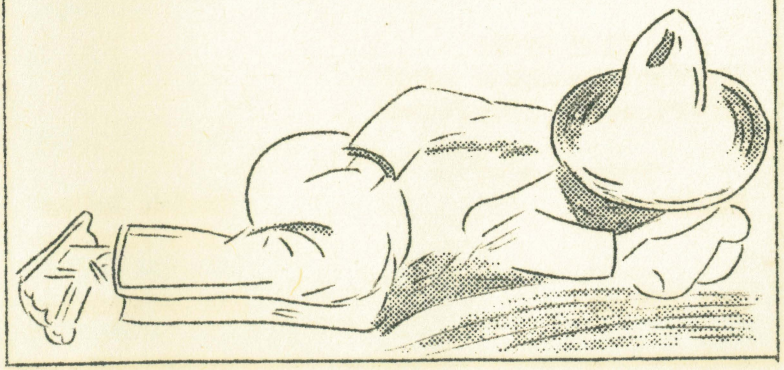
Joanne Davis — Room 420
Editor of Harmony Hall

Phyllis Stirton — Room 318
Social Chairman

Jean Ludgate — Room 544
Lounge Chairman

Carolyn Gregory — Room 526
Bulletin Boards and Fire Captain

Ann Frailey — Room 442
Sophomore Pals Chairman



JUST FOR NOTES

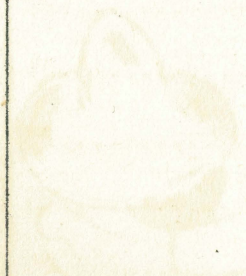


TABLE OF CONTENTS

Women's Dormitory Council.....1

Quiet Hours.....2

Absence from school.....4

Return to the Dormitory.....6

Special 11:00's.....8

Special 12:00's.....10

Special Permissions.....11

Eleven o'clocks, summarized.....12

Twelve o'clocks, summarized.....14

Sign Out Books.....16

Automobiling.....18

Freshman Automobiling.....19

Important Freshman Regulations.....20

Penalties.....21

Major Offenses.....23

Use of Intoxicating Beverages.....24

Social Regulations.....25

Telephone System.....26

TABLE OF CONTENTS

Guests.....27

Laundry.....28

Lounge.....29

Bathrooms.....30

Smoking Room.....31

Bulletin Boards.....32

Care of Rooms.....33

Dining Room.....34

Invitation Forms.....37

Chart for Recording 11's and 12's.....39

Rate Yourself.....40

die Frau der Guhlaffaal die Berfammbung
THE WOMEN'S DORMITORY COUNCIL

What is it that people need for survival in society? It is unity, understanding, and cooperation among themselves.

Look at our world today; Germany is seeking unification, France desires more cooperation, Spain needs greater understanding. The United Nations is striving to attain these qualities on the global level.

In this community we are going to live in this year we are working through the Women's Dormitory Council to achieve the same harmonious results. The Dormitory Council is elected by you to represent you and to help you govern yourself for the mutual benefit of everyone. Twice a month the Council meets to discuss any problems, think about your suggestions, and adopt ideas which will be for the good of all.

The Council representing you takes charge of the Big and Little Sister program, the Sophomore Pals for the nurses, hall parties, bulletin boards, fire drills, eleven o'clocks, and disciplinary action for infringement of rules.

Who is it that interprets our misunderstandings so that everything runs smoothly again? It is our two very able Deans, Miss Jackson and Miss Billings. Let us not forget our leader and president, Elaine Heffner. She, also, helps keep the ball rolling.

We hope to have your cooperation so that each will attain happiness in our small community while preparing for life in still larger communities.

Quieto Horas
QUIET HOURS

We have found that it is necessary for us, as well as our Spanish speaking friends, to have a siesta time. The majority of us take our siesta time at night. However, some may want to keep the custom of a midday siesta. Give them a BREAK and let them sleep.

1. Study hours:
   7:30 p.m. to 10:00 p.m. Monday through Thursday

THINK OF OTHERS

2. Night quiet hours:
   11:00 p.m. to 7:00 a.m. Sunday through Thursday
   12:00 midnight to 9:00 a.m. Friday and Saturday

3. Bell:
   A bell will ring every night at 11:00 p.m. which means quiet hours Sunday through Thursday and one hour before quiet hours Friday and Saturday.

4. Special late permissions:
   Quiet hours start $\frac{1}{2}$ hour after the permission.

   For example: Most dance permissions are for 1:00 a.m. so quiet hours start at 1:30 a.m.

5. Remember:

THINK OF OTHERS AND THEY WILL THINK OF YOU

TRY TO ACQUIRE THESE GOOD HABITS

1. Keep your hand on the doornob when closing doors. DON'T SLAM THEM SHUT!

2. Practice rooms are on seventh floor. Instruments MAY NOT be practiced in any other place. This means flutephones, too.

3. Walk quietly; don't "stomp" down the halls.

4. Go to your friends room for her--DON'T ANNOUNCE yourself halfway down the hall!

5. REMEMBER those who live in B.R. alley and near the water fountains. LOUD TALKING can be most annoying to these girls.

6. Radios are to be played during free time and relaxation periods, but NO RADIOS are allowed after 11:00 p.m. except for the eleven o'clock news. Remember, too, if you want to play the radio during the daytime, you should tune it reasonably low. YOUR NEIGHBOR may be studying in the next room.

7. Also, remember to keep your voice moderately low. The walls of North Hall are not sound proof. LOUD VOICES CARRY.

8. Shouting out of the windows is STRICTLY TABOO.

9. Do not play the piano in the lounge before 12:00 noon or after 11:00 p.m. Incidentally no practicing or typing in the lounge at anytime.

Assenza Da Sculo
ABSENCE FROM SCHOOL

Being a member of the school community bestows upon you certain priviledges and certain responsibilities. It becomes your duty to take the proper steps when you wish to be away.

1. You must have a letter from home sent directly to the Dean of Women's Office if:
   a. You are going home after a dance for which a late permission has been granted.
   b. You are planning a big weekend at another campus as the guest of a man student.
   c. You are going to go to any home other than your own at the beginning of a vacation.
   d. You, UPPERCLASSMEN ONLY, wish to stay at a friend's home out of town after a dance. STAYING IN TOWN AFTER A DANCE IS STRICTLY TABOO!

   A letter isn't enough. You must also get PERMISSION from the Dean of Women's Office.

2. Permission is needed from the Dean's Office when any of the following things occur:
   a. You wish to stay at a home other than your own in town or out of town on an ordinary weekend.
   b. You wish to leave campus before Friday noon or return after Monday noon.
   c. You wish to return to your OWN HOME for overnight during the week. (You MAY NOT be an overnight guest at a home other than your own during the week.)
   d. FRESHMEN ONLY--if you wish to return from a normal weekend after 10:00 p.m. Sunday night--sign out and in in office

3. Permission is needed from a council member when:
   a. Staying in another girl's room overnight on Friday or Saturday night.
   b. Staying in another girl's room overnight during the week if your roommate is away.

   (This permission is necessary in case of a fire drill or if for any reason someone wishes to contact you.)

4. If you are going to your own home after Friday noon and returning before Monday noon, you sign out and in for the weekend in the SIGN OUT BOOK found in the well on each floor.

UPPERCLASSMEN--if you are planning to return to the campus after 10:00 p.m. Sunday night, sign out and in in the office without further permission.

FRESHMEN--you must ask permission to return to the campus after 10:00 p.m. Sunday night, then sign in and out in the office.

A Mansfield woman student is expected to use good judgement in going to places out of town. She should go only to those places that she feels are desirable for a PROSPECTIVE TEACHER; only those places where she would not feel embarrassed to be seen by her parents, friends, faculty members or a prospective employer.

If there is a doubt, please feel free to discuss it with a member of the Council or the Dean or Assistant Dean.

zurudfehren zu Guhlaffaal
RETURN TO THE DORMITORY

You like the citizen of any nation will wish to leave the fatherland but, also, like that same traveler will want to return.

1. Buzzer system:

The buzzer is located at the left at the second floor arcade entrance. It is to be rung by any student returning to the dormitory from a late permission.

The door will be opened by a girl on duty. The student entering the dormitory, goes to the office and signs herself in. RECORD THE EXACT TIME YOU REACH THE OFFICE.

A student is on duty in the office until 12:00 midnight. This is a responsibility of the first semester Sophomores and the second semester Freshmen. She will, also, record the time of arrival on a sheet on the desk.

2. Change of plans:

If your plans are changed concerning the hour of return to the dormitory, inform the Dean of Women's Office as soon as possible preferably before 10:00 p.m.

If is is impossible to call before 10:00 pm the girl in the office will take the call and inform either the Dean or the Assistant Dean.

In rare instances you may call the Night Watchman's Office, 223R. He will relay the message to either the dean or the Assistant Dean.

3. Lateness:

Now what do you do about it?

NO STUDENT IS PERMITTED TO LET ANOTHER STUDENT INTO THE BUILDING.

If the office girl has gone off duty, ONLY the night watchman, either of the Deans, or a Dormitory Council Member may open the door for any student.

A student may wait in the night watchman's office until he returns from his round or knock on the door on third floor over the arcade. A council member may open the door or a student passing by may call a council member or either Dean who in turn will open the door.

4. Penalties for lateness:

a. Ten minutes grace for lateness is granted each student during the WHOLE YEAR (not each semester). After these ten minutes are used, it becomes necessary to give penalties.

b. Minutes for lateness are ACCUMULATIVE so check your watch with the clock in the office.

1. 1-5 minutes late----1 night in at 7:30
2. 6-10 minutes late---2 nights in at 7:30
3. 11-15 minutes late--3 nights in at 7:30
4. 16-20 minutes late--4 nights in at 7:30
5. 21-25 minutes late--5 nights in at 7:30
6. 26-30 minutes late--6 nights in at 7:30

c. Penalties start on the night of notification of lateness, WEEKEND or not, and they are taken on CONSECUTIVE NIGHTS.

d. Anyone who is more than 30 minutes late will be asked to appear before Council.

Especial Once

SPECIAL ELEVENS

In some countries where the climate is hot and siestas necessary, the evening is just beginning at 11:00 p.m. In Mansfield, it is the custom to use an ELEVEN for special occasions only.

1. Occasions for using an 11:00 permission are:
   a. For a late movie--get a permission slip from a Dormitory Council Member. Take it to the desk in the Dean's Office. It is to be used instead of signing out.
   b. For riding out of town to a movie, dance or a proved home. UPPERCLASSMEN no permission slip is required but sign out using the last column in the riding book to indicate you are using an 11:00.
   c. For visiting homes in town where men students are living--get permission from the Dean or Assistant Dean.
   d. For any other purpose sensible enough to warrant using an 11:00.

2. Procedure for using an 11:00:
   a. For riding permissions, UPPERCLASSMEN, sign out and in in the riding book in the office and indicate in the last column that an 11:00 is being used.
   b. FRESHMEN, secure riding permission from either the Dean or Assistant Dean in person and indicate in the last column of the sign out book the name of the person granting the permission. Exception: If riding with parents a freshmen does not have to obtain permission but does have to sign out.

3. For a movie permission:
   a. Ask a Dormitory Council Member. Take the permission slip to the office. DON'T SIGN OUT. SIGN IN on the back of the slip when you return.
   b. A student must obtain this permission in PERSON.
   c. If no member of the Council can be located, ask either of the Deans for this permission.

TRY THESE HELPFUL HINTS

1. If a student decides not to use her 11:00 permission, she MUST cancel the permission from whomever it was obtained. This will prevent the recording of a permission not used.
2. Always sign out and sign in, when riding, in the riding book in the office. Indicate in the last column the type of permission being used. FRESHMEN--should indicate, also, who granted the permission.
3. The ONLY extension granted an 11:00 permission is in the case of the last movie. If the movie is not finished at 11:00, a student may stay until the end, then return directly to the dormitory.
4. Each student is expected to keep a record of permissions used. A chart for this purpose is at the end of this book.
5. Upon returning to the dormitory--Sign in at the correct place.
6. The penalty for using too many 11:00 permissions is FOUR nights in at 7:30.

Especial Donce

SPECIAL 12 O'CLOCK PERMISSIONS

Like our 11:00's, we find that our 12:00, also, are to be used for a specific purpose, some of which are:

1. Riding out of town.
2. Returning to the campus after a weekend away.
3. Reasons which are logical and approved by either the Dean or the Assistant Dean.
4. Late movies--sign out in the weekend book in the office and indicate the type of permission.

Procedure when taking a 12:00 o'clock:

SOPHOMORES--JUNIORS--SENIORS

1. If you have automatic riding permission just sign out and in in the riding book.
2. Indicate in the permission column that you are taking a 12:00. Specify whether it is a Dean's List 12; a special 12, or a Senior 12.

SENIORS AND DEAN'S LIST STUDENTS

1. You are granted one 12:00 weekly to be used on Friday, Saturday or Sunday night
2. When SIGNING OUT for these permissions indicate in the last column that you are using a Dean's list or Senior 12:00.
3. FRESHMEN--remember even though you are on the Dean's List you must ask permission to use your Dean's List 12:00.
4. These permissions come in addition to your regular allotment for each semester
5. Remember if you fail to make the Dean's List the next semester you automatically forfeit your Dean's List 12:00.
6. Each student is expected to keep a record of permissions used. The chart for this purpose is at the end of the book.

SPECIAL PERMISSIONS

1. These are granted for the following:

   a. Elmira concerts
   b. Football games
   c. To work off campus
   d. And for other special occasions

2. These do not count against your allotted number of permissions.

(It is sometimes more convenient to go in a private car to events out of town, but remember you MUST be back within TEN MINUTES of arrival time of the bus. If circumstances prevent your returning on time call the Dean's Office or the Night Watchman.)

REMINDERS

1. It is a good idea to keep a record of the 12:00's used. There is a sheet handy in the back of this book for this purpose.
2. If a student uses too many 12:00's, the penalty is FOUR NIGHTS in at 7:30.
3. Get your permissions from the Dean of Women's Office during office hours:
   8:30-11:45 a.m.
   1:00-4:15 p.m.
   Special hours for all weekend permissions are on Thursday and Friday from 1:00-4:00.
4. EACH GIRL MUST SIGN FOR HERSELF. It is important to keep the sign out books accurate.
5. If you have obtained a permission and later change your plans so that you are in by 10:00 and have not been out of town during a week night, leave a note cancelling it.

11:00 PERMISSIONS

	FOR WHAT PURPOSES	PROCEDURE FOR OBTAINING PERMISSION
SENIORS	1. Riding out of town	1. Sign out and in in the office
	2. Late movies	2. Permission slip from Council
	3. To visit approved homes in town	3. Permission from either Dean
	4. Other reasons deemed sensible	4. Permission from either Dean
JUNIORS	1. Riding out of town	1. Sign out and in in the office
	2. Late movies	2. Permission slip from Council
	3. To visit approved homes in town	3. Permission from either Dean
	4. Other reasons deemed sensible	4. Permission from either Dean
SOPHOMORES	1. Riding out of town	1. Sign out and in in the office
	2. Late movies	2. Permission slip from Council
	3. To visit approved homes in town	3. Permission from either Dean
	4. Other reasons deemed sensible.	4. Permission from either Dean
FRESHMEN	1. Riding out of town	1. Permission from either Dean
	2. Late Movies	2. Permission slip from Council
	3. To visit approved homes in town	3. Permission from either Dean
	4. Other reasons deemed sensible	4. Permission from either Dean

11:00 PERMISSIONS

WHERE TO SIGN OUT AND IN	NUMBER GRANTED	PENALTIES (Read Down)
1. Riding book in the office 2. Do not sign out 3. Special per. book in office 4. Special per. book in office	7 each semester	USE OF
1. Riding book in the office 2. Do not sign out 3. Special per. book in office 4. Special per. book in office	5 each semester	TOO MANY 11's
1. Riding book in the office 2. Do not sign out 3. Special per. book in office 4. Special per. book in office	5 each semester	FOUR NIGHTS IN
1. Riding book in the office 2. Do not sign out 3. Special per. book in office 4. Special per. book in office	3 for 2nd semester	AT 7:30

12:00 PERMISSIONS

	FOR WHAT PURPOSES	PROCEDURE FOR OBTAINING PERMISSION
SENIORS	1. Riding out of town	1. Sign in office
	2. Late movie	2. Sign in office
	3. Coming back from a weekend	3. Sign in office indicate Sr. 12
	4. Other reasons deemed advisable	4. Permission from either Dean
JUNIORS	1. Riding out of town	1. Sign in office
	2. Late movie	2. Sign in office
	3. Coming back from a weekend	3. Sign in office indicate 12
	4. Other reasons deemed advisable	4. Permission from either Dean
SOPHOMORES	1. Riding out of town	1. Sign in office
	2. Late movie	2. Sign in office
	3. Coming back from a weekend	3. Sign in office-indicate 12
	4. Other reasons deemed sensible	4. Permission from either Dean
FRESHMEN & D.L.	1. Riding out of town	1. Permission-indicate who gave it
	2. Late movie	2. Permission -Deans
	3. Coming back from a weekend	3. Permission -Deans
	4. Other reasons deemed sensible	4. Permission from either Deans
DEAN'S LIST	1. Riding out of town	1. Sign out-indicate D. L. 12:00
	2. Late movie	2. Sign out
	3. Coming back from a weekend	3. Sign out
	4. Other reasons deemed advisable	4. Permission from either Dean

12:00 PERMISSIONS

WHERE TO SIGN OUT AND IN	NUMBER GRANTED	PENALTIES (Read Down)
1. Riding book-office 2. Weekend book " 3. Weekend book in the office 4. Weekend book in the office	5 each semester plus one each weekend	USE OF
1. Riding book-office 2. Weekend book " 3. Weekend book in the office 4. Weekend book in the office	3 each semester	TOO MANY
1. Riding book-office 2. Weekend book " 3. Weekend book in the office 4. Weekend book in the office	3 each semester	12:00's
1. Riding book-office 2. Weekend book " 3. Weekend book in the office 4. Weekend book in the office (Includes Dean's List Freshmen)	2 second semester only plus one week-end for D.L.	FOUR NIGHTS IN
1. Riding book-office 2. Weekend book " 3. Weekend book in the office 4. Weekend book in the office	1 each weekend	AT 7:30

das Rennz eichen aus das Buch
SIGN OUT BOOKS

IGNORANCE IS NO EXCUSE FOR NOT SIGNING OUT NOR IS FORGETTING

If you were leaving your home for several hours you would surely let someone know where you were going. The same holds true when you leave the dormitory. Let someone know where you can be located by SIGNING OUT.

WHEN and WHERE to sign out:

1. Home on an ordinary weekend
   a. Sign out and in in the book provided in the well on each floor if you are to be away from Friday noon until 10:00 Sunday evening.
   b. If you are taking a LATE permission to return, sign out and sign in in the office.
2. Vacation time
   a. A special sheet will be provided in the well for signing out.
   b. The sheet will remain in the well until 10:00 p.m. on the night you return. After 10:00 p.m. go to the office to sign in.
   c. 12:00 permission is given to all students to return from vacation.
3. Going home with a friend over vacation
   a. Have a letter sent directly to the Office of the Dean of Women granting you permission.
   b. Get permission from one of the Deans
   c. Sign out in the OFFICE.
4. Going for a visit to someone's else home
   a. When going to a friend's home for a weekend get permission from the

Dean's Office.

b. SIGN OUT and IN in the DEAN'S OFFICE

5. Let's go riding
   a. Sign out and in in the riding book in the Dean's Office.
   b. FRESHMEN--get permission first, then, sign out and in in the riding book.

FORGETFULNESS IS NOT A LEGITIMATE EXCUSE FOR NOT SIGNING OUT AND IN

Neglecting to sign out:

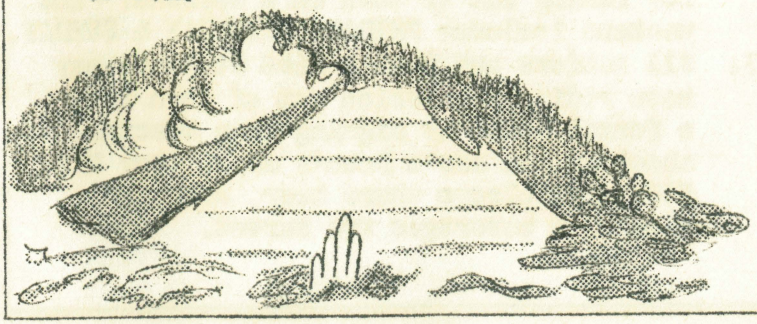
1. After two failures to sign out, you will be informed by the Council that you have FOUR nights in at 7:30.

Neglecting to sign in:

1. After three failures to sign in, you will be informed by the Council that you have FOUR nights in at 7:30.

REMEMBER

1. SIGN OUT
2. SIGN IN immediately upon your return
3. Each student MUST DO HER OWN SIGNING
4. Sign the EXACT time you come in
5. FRESHMEN--indicate in the permission column who gave you the permission
6. UPPERCLASSMEN--indicate what type of 11:00 or 12:00 permission is being used.
7. In signing the time, PLEASE indicate A.M. or P.M.



Automobislisme
AUTOMOBILING

That hamdsome guy from South Hall wants you to go riding this evening. That's fine. You had better check the rules and do what you should. After all he is a pretty wonderful fellow and you wouldn't want him to think you negligent.

UPPERCLASSMEN AUTOMOBILING RULES

1. Sophomores, Juniors, and Seniors may have automatic riding permission (with parent's approval) by signing out and in in the riding book in the Dean of Women's Office.
2. Sophomores, Juniors and Seniors may ride out of town after 7:30 p.m. during the week ONLY by using a special 11 or 12 permission Indicate this by writing 11 or 12 as the case may be in the "permission" column.
3. If a girl rides out of town during the day and doesn't get back until after 7:30, this must count as a late permission, even tho she is back by 10:00 p.m.
4. Upperclassmen may ride in town during the week after 7:30 p.m. without using a late permission, but, so indicate "in town" when signing out in the riding book.
5. Sign out if riding out of town before 7:30.
6. A special 11:00 or 12:00 is NOT necessary for riding out of town on a weekend. The weekend includes FRIDAY, SATURDAY & SUNDAY.
7. All seniors and Dean's List students may have riding permission out of town after a formal dance by signing on a special sheet on the Ass't Dean's desk. They MAY NOT vi it places where beer, wine, or alcoholic beverages are served.

8. After a formal dance, or any dance for which a late permission is granted, Sophomores and Juniors may ride within a 15 mile radius only. They must sign on a special sheet on the Ass't Dean's Desk.

RULES FOR ALL GIRLS

1. Girls are not allowed to sit in parked cars on campus after 7:30 p.m.
2. Women students, regardless of age, are not allowed to have cars on campus. Special permission is granted in certain instances. Permission must be obtained from the Dean of Women and a letter from parents must be on file in the Dean's Office. In NO INSTANCE may a girl bring a car to campus and then inform the Dean of Women.

Etudient de Premiere Annee Automobilisme
FRESHMAN AUTOMOBILING

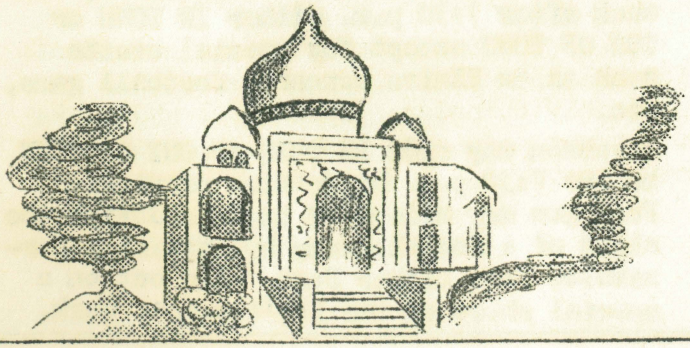
1. Freshmen MUST HAVE PERMISSION to ride ON ALL OCCASIONS during the entire year, except to ride with their parents.
2. The SIGN OUT AND IN always and when riding with anyone other than parents, PLEASE INDICATE in the riding book who granted the permission.
3. During the first semester, Freshmen are not allowed riding permission during the week after 7:30 p.m. either IN TOWN or OUT OF TOWN except for special events such as an Elmira concert, football game, etc.
4. Freshmen may ride IN TOWN or OUT OF TOWN before 7:30 p.m. by getting permission.
5. Freshmen may ride ONLY in town during the night of a formal dance by obtaining permission from either Dean. Sign out on a special sheet on the Ass't Dean's desk.

6. During the second semester, Freshmen may ride in town during the week after 7:30 p.m. by securing permission. To go out of town DURING THE WEEK, they must get permission and use either an 11:00 or 12:00. On the weekends, FRIDAY, SATURDAY, AND SUNDAY, Freshmen may ride after 7:30 IN TOWN OR OUT OF TOWN by securing permission.

IMPORTANT FRESHMEN REGULATIONS

1. During the first nine weeks of the first semester, a Freshman woman student is to be in her own room, or in the library from 7:30-10:00 p.m., Monday through Thursday for the purpose of STUDY. A music student may be in the practice rooms. During this time, a Freshmen is NOT to be TAKING SHOWERS, MAKING TELEPHONE CALLS, or VISITING IN THE WELLS OR IN OTHER ROOMS.

2. A Freshman student may have permission during the first nine weeks to attend church functions and meetings of campus organizations in the evenings. If one goes off campus for such meetings, she MUST sign out and in on a special sheet on the Assistant Dean's desk. IT IS UNDERSTOOD that she return to the dormitory as soon as the activity is over.



Pena

PENALTIES

We hope our regulations are just and that we will have your cooperation in abiding by them. Should they be broken, the PENALTIES are as follows:

1. Noise during study hours--one 7:30
2. Noise during quiet hours--one 7:30

When you are under 7:30 restrictions, you must be in your own room. However, if you need to do work in the library or practice rooms, get permission from one of the Deans or a Council member. You MAY NOT be in the SMOKING ROOM at this time. At 10:00 p.m. the 7:30 restriction ends, until 7:30 the next night.

3. If radios are played too loudly during study hours or after quiet hours, they will be taken from the girls for a week.
4. Showers after 11:00 or, typing after 11:00 one 11:00 permission revoked.
5. Remaining in the Lounge or smoking room after night quiet hours begin, even though the night watchman has not yet arrived--one 11:00 permission revoked.
6. Shouting from windows--1 night in at 7:30.
7. House meeting absence--2 nights in at 7:30.

There are two house meetings each month which ARE REQUIRED. They are scheduled on the monthly calendar. LOOK AHEAD AND PLAN. You may not miss a meeting. The penalty is stated above.

8. Lateness:

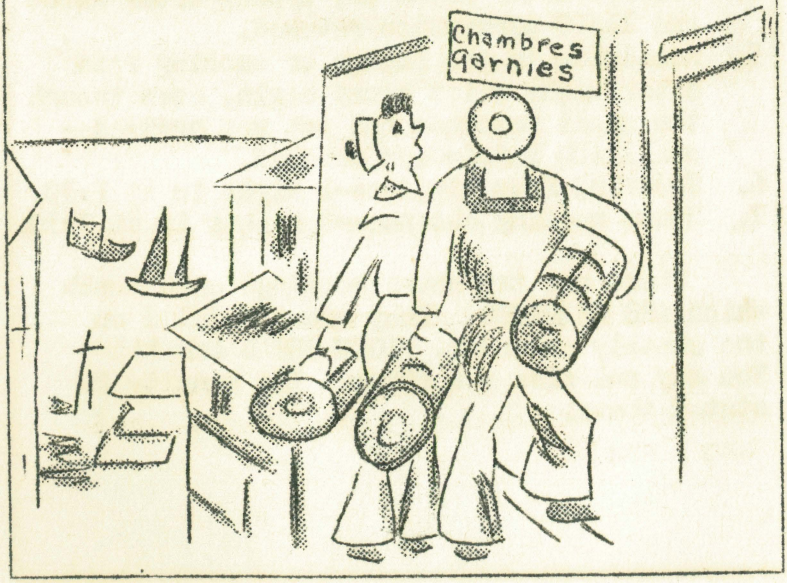
1-5 minutes late---1 night in at 7:30
6-10 minutes late---2 nights in at 7:30
11-15 minutes late---3 nights in at 7:30
16-20 minutes late---4 nights in at 7:30
21-25 minutes late---5 nights in at 7:30
26-30 minutes late---6 nights in at 7:30

Anyone who is more than 30 minutes late will be asked to appear before the Dormitory Council.

The minutes for lateness are ACCUMULATIVE.

9. Use of too many 11's--4 nights in at 7:30.
10. Use of too many 12's--4 nights in at 7:30.
11. Failure to sign out twice--4 nights in at 7:30.
12. Failure to sign in three times--4 nights in at 7:30.

Penalties start on the night of notification of the violation and are taken on CONSECUTIVE NIGHTS.



MAJOR OFFENSES

The Women's Dormitory Council and the College Administration consider the following to be Major Offenses:

1. Signing out for one place and going to another when you are away from campus for an evening or overnight or at the beginning of any vacation. Any necessary change of plans must be reported in advance by wire or phone to the Deans of Women.

2. Leaving or entering the living center after hours in any except the legal manner. FIRE ESCAPES and FIRE TOWER are NOT legal entry.

3. Dishonesty in any way about absence from the Dormitory after permission hours.

4. Possession or use of liquor in any campus building or living center on the campus, or at any college function.

5. Misuse of liquor.

6. Going to a man's living center without permission.

7. Violation of standards of good conduct and good taste.

8. Smoking in a student room.

When infractions occur, each case is taken up individually by the Women's Dormitory Council.

USE OF INTOXICATING BEVERAGES

The traditions and policies of Mansfield State Teachers College require conduct which meets the accepted standards of society. The following are specifically prohibited:

1. Possession of intoxicating beverages, including wine and beer on campus or in any of the campus buildings or living centers.

2. Misuse of any intoxicating beverages including wine and beer. The College Administration reserves the right to interpret the term "misuse."

If a student fails to comply with these regulations, the administration may require the withdrawal of the student.

Norte Edificio Social Regulacion
NORTH HALL SOCIAL REGULATIONS

It is the responsibility of each girl to set high standards for herself. If everyone fulfills her responsibility, the standards of the group will remain high. These rules are fundamentals of correct behavior in public places:

1. The reception room corresponds to your living room at home. Just as all the members of a family have a right to share the living room, so every member of the Dormitory has a right to share the reception room. Do not use this room in such a manner that it would be embarrassing to other students and their friends.

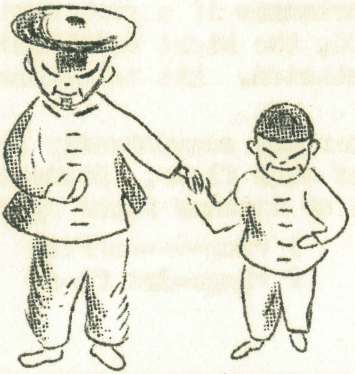
2. Remember that second floor is used for administrative purposes during the day. Don't display affection in the second floor corridor or the reception room; then no one will have to be embarrassed walking through the halls.

3. Entertain your date or other guests in the reception room during the day. DO NOT USE second floor well and hall. SECOND FLOOR WELL is a reception area for President Morgan's office.

4. Use the back stairs or third floor exits when wearing jeans or slacks--DO NOT WEAR THEM in the library, reception room, first or second floor wells, or any public room at any time. EXCEPTION: A student may quickly sign in or out wearing jeans or slacks. NO LOITERING!

5. Have your friends call for you on second floor rather than whistle or shout for you under the window.

6. ABOVE ALL--remember not to make yourself CONSPICUOUS nor attract unfavorable attention to yourself or others.



TELEPHONE SYSTEM

There are certain things about our telephone system which you, your parents, and your friends should know:

1. All incoming calls come into the Dean's office and should be made person to person. Because of the number of students, we cannot call individuals to the phone. The operator's number is taken and you are given a message to call back.
   EXPLAIN THIS TO YOUR PARENTS.
2. During the first nine weeks during Freshman study hours, messages received for freshmen will be delivered at 10:00 p.m.
3. The pay phones on second and fourth floors are for outgoing calls so that individuals may place calls after a message is received from the office. THEY ARE NOT to be monopolized by girls calling down town and talking for several minutes.
   10 MINUTES IS LONG ENOUGH FOR EACH CALL.
4. Between 10 and 12 p.m. no social calls are accepted in the Office. A girl may call in for a change of plans or an emergency for the 10-12 girl to inform the Dean of Women. All emergencies are referred to the Dean of Women.
5. In rare instances if a girl must call in after 12:00, the Night Watchman's Office may be contacted. His telephone number is 223-R.
6. House phones are conveniently located in the well of each floor. Students may call the office or another floor by ringing:

   1 ring------office
   2 rings-3rd floor

3 rings--4th floor
4 rings--5th floor

The phones should be answered by any girl passing through the well. The message should be delivered promptly. If for any reason the message cannot be delivered, notify the office.

GUESTS

If you are planning to share your room with weekend guests, register this intention in the Office of the Dean of Women. It would be thoughtful to introduce your guests to both Deans after their arrival on campus.

Don't invite a guest into a room that is cluttered and untidy. Of course, don't expect your guest to sleep in a bed with two or three other people.

It is your responsibility to acquaint your guests with the rules and be responsible for her--unless you state in the Dean of Women's office that you do not assume responsibility for her.

Fathers ONLY are permitted to visit their daughters' rooms from the hours of 2:00-5:00 on Sunday afternoons. DO NOT ask for exceptions to this only to be refused.

Also remember, if you plan to take a friend to your own home, it is only considerate to let your mother know in advance and not just walk in.

Sen Ta Koo Ya
LAUNDRY

1. Laundry is open:
   a. 7:00 a.m. to 10:00 p.m. week days
   b. 8:00 a.m. to 10:00 a.m. Sunday (for pressing only)

2. Automatic Washers:
   a. Please DO NOT USE before properly instructed.
   b. Income from the quarter meters is used first to replace or repair the washing machines and furnish the soap; the remainder goes into the dormitory treasury.

3. Clotheslines:
   a. There is one located inside in the laundry and another just outside.
   b. Remove your clothes AS SOON AS they are dry.

4. Satisfactory laundry:
   a. Laundry is picked up and delivered every Wednesday morning.
   b. Mark laundry slips in triplicate with first and last name, North Hall and room number.
   c. Put two slips in bag and save the third to check.
   d. Tie bag securely and place on 2nd floor near freight elevator by 9 a.m. on Wednesday morning.
   e. Your clean laundry will be placed in the well on your floor.

5. Laundry slips:
   a. You may secure more laundry slips in the mail room by seeing the mail room girl or leaving a note on the window ledge.

6. Laundry Problems:
   a. File a claim with Matron immediately if any pieces of laundry are lost.
   b. Pay extra laundry promptly to the Matron. Room no. 221 or 357.

Baloccari
LOUNGE

For your relaxation, a lounge is located on fourth floor. The room and furniture has been provided by the generosity of the administration. However, the members of North Hall have adequately equipped the kitchen with the necessary utensils, but MORE ARE always welcome.

1. Hours:
   a. 8:00 a.m.-11:00 p.m. Monday through Thursday
   b. 8:00 a.m.-12:00 mid. Friday and Saturday
   c. 9:00 a.m.-11:00 p.m. Sunday

(Leave without further notice after closing hr.)

2. Regulations:
   a. Piano to be used for recreational purposes only--NO PRACTICING.
   b. Piano is not to be played during study hours or before noon any day.
   c. NO TYPING in the Lounge at anytime.
   d. Reserve the lounge by signing your name and desired hours on the bulletin board by the Lounge door. DON'T RESERVE ROOM FOR MORE THAN TWO HOURS.
3. Suggestions for care of kitchen:
   a. Clean up after parties and dinners
   b. Wrap up garbage in paper.
   c. Wash and wipe your own dishes.
   d. DON'T TOUCH FOOD IN THE REFRIGERATOR THAT BELONGS TO SOMEONE ELSE.

e. Don't leave empty containers or old food in the refrigerator.
f. If you spill something on the stove or in the refrigerator, wipe it off.
g. When you use the broiler in the stove, WASH the TRAY.
h. Turn off all burners after use.

Too many cooks spoil the broth, as you know, but in this case too many cooks in the kitchen can spoil the looks of the kitchen if each one doesn't take great care of the facilities. The Dormitory Council reserves the right to CLOSE the lounge if it is MISUSED in any way.

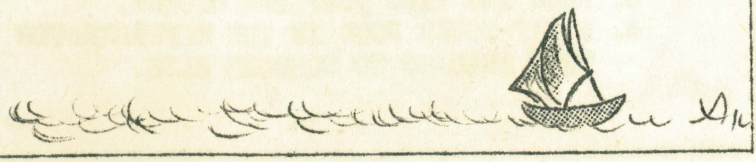
Fu-ro-ba
BATHROOMS

1. Washing your laundry in the B.R. is PROHIBITED with the exception of nylon hose.

2. Refrain from using shower curtains as hand towels. Bring your own towel to the B.R.

3. After washing your hair, in the shower, please remove all the loose hair which might clog the drains.

4. Don't leave a dirty sink, scouring powder is available in each B.R.



Salon-fumoir
SMOKING ROOM

Keep in mind the fire hazard created by cigarettes which have not been thoroughly extinguished. North Hall is not a fire proof building--it would burn quite readily. It cannot be emphasized enough that the UTMOST CARE must be taken. We don't want a FIRE HERE!

1. Because of fire regulations room 600 is the only room on campus where girls are allowed to smoke.

2. Hours:
   a. 7:00 a.m. to 11:00 p.m. Sun thru Thurs
   b. 7:00 a.m. to 12:00 midnight Fri & Sat.
   c. After a formal dance the smoker is open for ONE HALF HOUR after the closing hour for the dormitory.

3. Quiet please:
   a. When using the smoker before 9:00 a.m. on Saturday and Sunday mornings, please be quiet. Some people are fortunate enough to be able to sleep until then.
   b. The noise should be at a minimum between 7:30 p.m. - 10:00 p.m. during study hours.

4. The watchman may not have arrived by 11:00 p.m. or 12:00 midnight to lock the room but you MUST LEAVE at the closing hour.

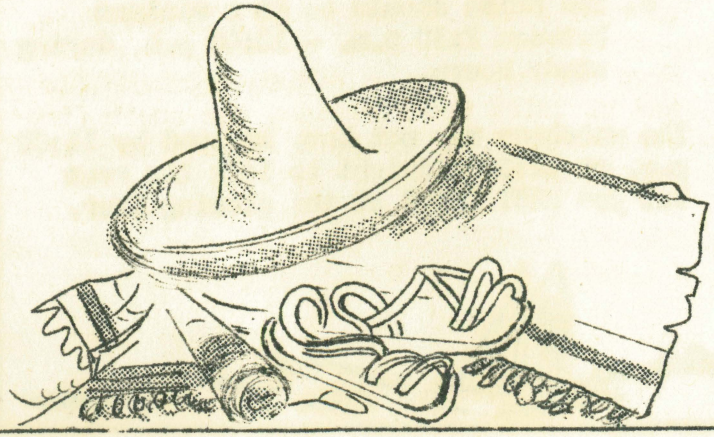
Die Furze das Brett
BULLETIN BOARDS
"FOR YOU"

- READ EVERY DAY! Bulletin boards are placed in the wells of all the floors so all can see them. IMPORTANT INFORMATION is posted on these boards--so READ DAILY. The notices may concern YOU.

1. A girl from each floor is appointed by the Council to decorate and care for the board for the different occasions and seasons of the year. The lower left corners of all the boards are reserved for social hints to help you during the year to meet the various occasions gracefully.

2. The bulletin boards on the left in third floor well is for the Women's Athletic Association notices ONLY. These notices concern intra-mural games and W.A.A. meetings.

3. Please remember to remove all notices after they have become out-dated or have served their intended purpose.



Cura de Cameras
CARE OF ROOMS

We strive for better habits within the dormitory. Therefore, it is deemed necessary to have room inspection regularly. The grade you receive is placed on file in your permanent record.

1. Do not keep food on the outside window sills; instead, write your name on the container and put it in the refrigerator in the lounge.

2. Keep all non-perishable foods in tin cans in your room.

3. DO NOT THROW ANYTHING out the window.

4. Always pull down the window shades in your room at night. Think of this while in the lounge also.

5. Responsibility for caring for the room must be shared by roommates. The carelessness of one girl should not be allowed to cast unfavorable reflections on the personal habits of the other girls in the room.

6. Rugs and mops may be shaken from the far end of third floor bridge, the south fire escape and from the hall windows over the 2nd floor bridge.

Salle a Manger
DINING ROOM

Table manners are noticed by everyone. All of us should strive to be well-mannered persons in the dining room. We can generally judge a person's conduct outside of the dining room by his manners in the dining room.

"TRADITIONS"

1. No cutting in on the cafeteria line except student teachers. This includes "saving places."

2. Only fruit and cookies are to be taken from the dining room. Eat what you take out in your room. Don't spill it all over the wells and stairs.

3. No dishes or silverware are permitted to be taken from the dining room.

4. We do not sing "HappyBirthday" on Sunday.

5. Sit at the table to which you are assigned.

Here are a few suggestions that we are sure you know but we would like to remind you to apply at Mansfield.

1. Talk and drink only when your mouth is free from food. Close your lips while you chew.

2. Place only as much ice cream on the spoon as you are going to eat at one time.

3. Break your bread into four small pieces and butter as you eat each piece.

4. Treat a paper napkin as you would a linen one, crush it slightly and leave at the table on the left of your plate.

5. When you pass a glass, hold it near the base, not at the top.

6. Never put your own silver into any dish that is for the use of all.

7. When your knife is not in use, lay it along the edge of your plate, not against the plate or resting on the table.

8. Keep your elbows down at your side.

9. Never spear a slice of bread with your fork as if it were a dagger; rather, hold it with the palm downward.

10. Never leave a teaspoon in your cup. Place it on the saucer instead.

11. When cutting meat, do not hold your fork as if it were a dagger; rather, hold it with the palm downward.

12. When eating soup, the spoon should be dipped away from you and the soup should be sipped silently from the side of the spoon.

13. If you MUST dunk your doughnut or toast, at least break it in half and dip an end.

14. If breakfast bacon is absolutely too crisp to be eaten with a fork, eating it with the fingers is permissible.

15. Olives, radishes, celery, pickles, carrot strips & the like are taken from the dish

and eaten with the fingers. Place them at the edge of your plate.

16. Break off a piece from a long stalk of celery. Don't attempt to handle the whole stalk at once.

17. Eat olives with your fingers. Bite off, but don't nibble around the stone.

18. If you want to eat the skin as well as the inside of a baked potato, cut it first into halves with the knife and fork. Then cut several pieces of eatable size. Butter the pieces with the fork alone, and eat, of course, with the fork held, tines up in the right hand. Later on cut a few more pieces.

19. Fish bones or other accidental bones are taken between finger and thumb and removed between compressed lips. Pits and seeds must be eaten quite bare and clean in the mouth and dropped into the cupped fist and then into the plate. The pits of stewed prunes or cherries that are eaten with a spoon are dropped into the spoon and conveyed to the edge of the plate.

20. Don't suck an orange. You can peel it and divide section of it in your fingers; or eat it with a spoon if it is cut in half.

21. Finally, remember to sit easily but erectly at the table. Do not bend forward so far that your chin almost touches your plate. Convey the food to your mouth, not your mouth to the food.

INVITATION FORMS

For Formal Dance

The Class of Nineteen Hundred Fifty-five
of
State Teachers College
Mansfield, Pennsylvania
requests the presence of the company of
President and Mrs. James Morgan
in the receiving line at
the Junior-Senior Ball on
Saturday, May the twenty-third
at eight o'clock
in the Gymnasium

R.S.V.P.
Elaine Heffner
Box 45, North Hall

Formal Banquet:

The Student Council
of
Mansfield State Teachers College
requests the pleasure of your company
at its annual banquet
on Monday evening, April the third
at seven o'clock
Mark Twain Hotel
Elmira

R.S.V.P.
Margaret Noll
Box 50, North Hall

(These invitations would be written by hand in pen and ink rather than typed)

For Tea

The Officers and Students
of
North Hall
will be at home
on Sunday, the seventh of September
from three until five o'clock
North Hall

Informal Party

Box 48, North Hall
September 8, 1954

Dear Miss Jackson,

The residents of third floor would very much like to have you come to their hall party to be held on Wednesday, September 10 in third floor well at 10:00 p.m.

We hope you will be able to attend.

Sincerely yours,
Phyllis Stirton
Social Chairman

Sorority Tea

Lambda Mu
will be at home
on Tuesday, the fifth of May
from four until five o'clock
Lambda Mu Room
Sixth floor North Hall

(The above would be handwritten when sent out)

ATTENTION GIRLS!

There is no reason at all for you to overdraw on your 11:00 or 12:00's if you use this handy little chart. Every time you take a late permission, write the date opposite the number.

FIRST SEMESTER

		11's	12's
Sophomores and Juniors	1.		1.
	2.		2.
	3.		3.
	4.		
	5.		
Seniors	1.		1.
	2.		2.
	3.		3.
	4.		4.
	5.		5.
	6.		
	7.		

SECOND SEMESTER

		11's	12's
Freshmen	1.		1.
	2.		2.
	3.		
Sophomores and Juniors	1.		1.
	2.		2.
	3.		3.
	4.		
	5.		
Seniors	1.		1.
	2.		2.
	3.		3.
	4.		4.
	5.		5.
	6.		
	7.		

Proporcion Te Se
RATE YOURSELF

Here are a few questions. You'll be smart to know the correct answers. Test yourself!

1. Should a girl student open doors for upperclassmen and adults?

2. Is it lady-like to shout out of the windows?

3. Should one cut cafeteria lines so she can eat with her friends?

4. Should you try to observe office hours for routine matters?

5. Should you let everyone know who lives in your room by placing your name on the door?

6. Should your roommate take your sick tray back to the dining room immediately after you are finished with it?

7. Is it necessary to knock before entering the room of your best friend?

8. Does a person have the right to use her roommate's possessions?

9. Should a person arrive later than twenty minutes before the close of a tea or reception?

10. Should a guest remain at least an hour at a tea or reception?

11. Should a girl rise when an adult or stranger enters the room at a tea?

12. If none is near to introduce the guest to the head of the receiving line, should she introduce herself?

13. Should a college woman rise when the Deans, Housemother, Faculty Members or other adults enter her room?

14. If a person loses something which she has borrowed, should she try to replace it?

15. Should one confine her visiting to the hours between 10 and 11 p.m. so that her friends may study from 7:30 to 10:00 p.m.?

16. Does one have the right to ask personal questions of a very good friend?

17. Is it good taste to discuss personal or family affairs with acquaintances?

18. Is it necessary to wait for a sign of recognition before interrupting a busy person?

19. Is it correct to chew gum on the dance floor?

20. Is it a "must" to dress for dinner on Sundays?

21. Is it correct that whenever you get permission for anything in the Dean's Office that you sign out there?

22. Do you think people like to see displays of affection in 2nd floor well and the reception room?

23. May a woman shake hands without removing her right glove?

24. Is it important that everyone take it upon herself to uphold the high standards and traditions of M.S.T.C.?

25. Is it better to break a rule of etiquette than to hurt another person's feelings?

ANSWERS: Give yourself four points for each correct answer--check your rating!

1. Yes	4. Yes	7. Yes
2. No	5. Yes	8. No
3. No	6. Yes	9. No
10. No	13. Yes	16. No
11. Yes	14. Yes	17. No
12. Yes	15. Yes	18. Yes
19. No	21. Yes	23. Yes
20. Yes	22. No	24. Yes
	25. Yes	

SCORES:

90-100 You are superior--but DON'T BRAG!

80-90 You know your way around, but not so much that you can criticize others.

70-80 You need to BRUSH UP. BETTER READ UP!